

COMMERCIAL BUSINESS LICENSE APPLICATION

COMMERCIAL BUSINESS

\$255.00 Initial Application Fee, \$35 Annual Renewal (subject to change)
\$130.00 for Building Permit/Certificate of Occupancy (plus city
attachments)
\$130.00 Fire Permit

To expedite the licensing process, please make sure that the follow items are attached, if applicable. Missing items may delay this process. Please allow 2-3 weeks to process this application, once all information is received.

COPY OF LEASE AGREEMENT OR ESCROW PAPERS _____

COPY OF ABC (951)782-4400 or WWW.ABC.CA.GOV _____

COPY OF BAR LICENSE (800)952-5210 or WWW.SMOGCHECK.CA.GOV _____

COPY OF AQMD LICENSE (800)888.8838 or (909) 396-2900 _____

COPY OF RESALE OR WHOLESALE PERMIT (800)400-7115 or WWW.BOE.CA.GOV _____

COPY OF HEALTH PERMIT (909)387-6280 _____

COPY OF TOBACCO LICENSE (951)782-4400 or WWW.ABC.CA.GOV _____

COPY OF ELECTRONIC/APPLIANCE REPAIR LICENSE (919)5742069 or WWW.BEAR.CA.GOV _____

OTHER APPLICABLE LICENSES _____



COMMERCIAL BUSINESS LICENSE APPLICATION

CITY OF HIGHLAND
27215 BASELINE
HIGHLAND CA 92346
Phone (909) 864-6861
Fax (909) 862-3180

In order to avoid a delay in processing your application, please provide ALL APPLICABLE information, and type or print clearly. Thank You.

COMMERCIAL BUSINESS

\$255 Initial Application Fee, \$35 Annual Renewal (subject to change)
\$130 for Building Permit/Certificate of Occupancy (plus city attachments)
\$130 for Fire Permit

Business Name and/or DBA _____

Location Address _____

Billing Address _____

Business Phone (_____) _____ Message Phone (_____) _____ Fax (_____) _____

Type of Business: Sole Proprietor Partnership Corporation Charitable Organization Insurance Brokers

Federal Tax ID # or SSN _____ Start date of business _____

State Contractor License # _____ Health Permit # _____

State Resale Permit # _____ Other permit/License# _____

Type of business being conducted _____

Number of Employees _____

I declare, under penalties of Perjury, by signing as (one of) the Owner(s)/Principal Officer(s) listed below, that this application, including attachments, have been examined by me, as well as the property owner(s) (where applicable), and to the best of my knowledge believe to be true, accurate, and complete of all facts. I further certify that the above business will be conducted in compliance with the applicable provisions of the City of Highland Municipal Codes & Ordinances including State and Federal laws. In addition, I assume responsibility to renew this business license on an annual basis and pay the renewal fees (if applicable) on time. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application. As a courtesy the City will send you a renewal notice. If you do not receive the notice, it is your responsibility to pay your Business License Renewal by the expiration date to avoid penalties. The applicant has up to 90 days to comply with the application process and the renewal process. If you do not meet this time period your Business License will be closed. You may have to reapply for the Business License and pay all fees associated with the process.

Owner or Principal Officers (must be completed)

Signature _____ SS# _____ DL# _____ Date _____

Printed Name & Title _____

Home Address _____ Phone () _____

Signature _____ SS# _____ DL# _____ Date _____

Printed Name & Title _____ Phone () _____

Home Address _____

* If your application is denied for any reason your money will be refunded within 30 days of the date of denial.

OFFICE USE ONLY

\$	#	#		X	/ /
Amount Paid	Cash/Check/Money Order	Receipt	Year/Month/Week/Day	Finance Initial	Date Received
()	X	/ /		X	/ /
Zoning	Planning Approval	Date		X	Date
Bp#	X	/ /		X	/ /
	Building & Safety Approval	Date		X	Date
				X	/ /
First Cycle/Year	Category & SIC#			Business License Dept Approval	Date

Building & Safety/Planning Requirements

in order to avoid a delay in processing your application, please provide ALL APPLICABLE information. Type or print clearly. Thank you.

NOTICE RE: CERTIFICATE OF OCCUPANCY/BUILDING PERMIT (For New Tenants)

Per the 1994 Uniform Building Code, Section 308(a)-(f), a Certificate of Occupancy Permit is required for all new tenants occupying a building of structure. The Application for Building Permit will be submitted to the Building & Safety Department upon receipt of a completed Business License Application and all of the appropriate fees are paid. **Please Call Building & Safety at (909) 864-6861 x228** when you are ready to request an inspection of your building and/or tenant space. Your Business License Application will not be approved by the Building & Safety Department as well as the Code Enforcement Department until all violations or provisions of the City of Highland's Codes and Ordinances are found to be in compliance.

NOTICE RE: BUSINESS IDENTIFICATION SIGNS (For all Businesses)

ALL new signs to be used in conjunction with your business must be approved by the City of Highland's Design Review Board. Please call the **Planning Department at (909) 864-6861 x258** to discuss your needs for a Sign Review Application. New business identification signs cannot be installed until the \$60.00 fee is paid and the application is approved by the board.

NOTICE RE: PLOT PLANS (For Developers)

Specified (new or existing) projects must show evidence of an approved plot plan. Please call the **Planning Department at (909) 864-6861 x258**.

COPY OF LEASE AGREEMENT

A copy of a current lease agreement is required for all businesses who are leasing or renting their business property. If a copy is not available, you must complete a "Property Owners's Declaration" form

APPLICANT SIGNATURE

I declare, under penalties of Perjury, by signing as (one of) the Owner(s)/Principal Officer(s) listed below, that this Attachment A to the Business License Application has been examined y me, and to the bust of my knowledge is true, accurate, and complete of all facts.

Signature _____ Date _____